

**BRUNSWICK SEWER DISTRICT**  
**Board of Trustees Regular Monthly Meeting**  
**14 June 2011**  
**Approved Minutes**

**Call to Order**

The regular monthly meeting of the Board of Trustees of the Brunswick Sewer District was called to order by Vice Chair Schwindt at 8:05 am on Tuesday, 14 June 2011, in the conference room at District offices. A prepared agenda was noted and the meeting was recorded.

Members present: Vice Chair Schwindt, Trustees Green, Barbour and Boochever.

Members absent: Chair Priest

Others present: General Manager Blanchette, Assistant General Manager Pontau, Finance Manager Caron, Camera Operator Madison Brown, and Bonnie Shippen. Douglas Richmond from Merrymeeting Community Rowing Association was also present to finalize MCRA's lease.

**Meeting Advertisement**

The meeting was advertised in the Friday, 10 June 2011, edition of the *Times Record*.

**Minutes of Previous Meeting**

The Trustees reviewed the minutes of the 17 May 2011 regular Board meeting. Trustee Boochever noted the misspelling of the word *Treasurer* on page 3 of the minutes.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT AS AMENDED THE MINUTES OF THE 17 MAY 2011 REGULAR MEETING OF THE BOARD OF TRUSTEES.*

**Public Comment**

There was no comment from the public.

**Election of Officers**

GM Blanchette stated that Chair Priest had agreed to let the vote go through for the election of new officers in his absence.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE BOOCHEVER, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, TO ACCEPT THE ELECTED OFFICERS AS FOLLOWS:*

Chair:	Charles R. Priest
Vice Chair:	Peter F. Schwindt
Treasurer:	Thomas S. Green
Assistant Treasurer:	David N. Barbour
Clerk:	Emily L. Boochever

### **Treasurer's Report and Warrants**

Financial: Trustee Green noted that Capital Assets show up three times in the financial reports and asked if it is necessary for it to be there at all. Trustee Green felt the numbers were confusing and wanted them to be taken off the ledger, put on a separate sheet, and provided only quarterly or twice a year. GM Blanchette made a note of Treasurer's request for future action.

Trustee Boochever noted that Topsham Sewer District revenues were up significantly. This is because as Brunswick Landing flows decrease, Topsham's share of total flow increases. Trustee Green said the budget seems to be in pretty good shape. GM Blanchette expressed the opinion that dipping into reserves will not be necessary. Looking at capital expenditures, it is \$83,000.00 over budget, but there is \$70,000.00 of budgeted capital that can be postponed without getting into reserves. GM Blanchette said he would know more in July or August 2011.

GM Blanchette handed out a U.S. Government 2011 Budget Revised 06-13-2011, which compares the Navy revenues from projected to actual for the first five months of 2011. It was noted that January and February revenues were behind, but caught up in March and April. May is up 132% over projections. Rainfall will change the projections, and revenue should even out in the dry season.

Trustee Boochever questioned the increase in the Entrance Charge Program. GM Blanchette explained that the District had one project this year, the Main Street Station motel, which generated approximately \$24,000.00. Contractors are putting up the addition to the train station and are still in discussion with the developers on the entrance charge. The number of tenants will determine the ultimate cost. Monitoring will be done over the next three years to check the flow, and then adjustments will be made.

Vice Chair Schwindt noted that the Navy projections showed a decrease in flows in May that carried through the rest of the year. He felt the decrease was most likely due to the time of year when the Navy base formally closed. GM Blanchette reminded those present that flows should increase as the base fills back up and housing is being occupied.

Warrants: The Trustees reviewed the weekly warrants on disbursements for the preceding month, querying staff regarding the purpose of a number of those listed. Weekly warrants from general disbursements have been reviewed and signed by the General Manager. Disbursements unusual in amount or purposes were discussed. The new format offers a brief explanation for each disbursement. GM Blanchette noted that all checks for disbursement and payroll were on consecutively numbered instruments, and consecutive from the previous month.

Commitments: GM Blanchette requested a motion by the Trustee Clerk, seconded by the Chair, to commit to the Treasurer for collection rates for the period 01 July 2011 through 30 September 2011, in accordance with provisions of the District Charter, By-laws, Rules & Regulations, and Schedule of Rates, as computed and set forth in the accounts on file at the offices of the Brunswick Sewer District.

*IT WAS MOVED BY TRUSTEE BOOCHEVER, SECONDED BY TRUSTEE SCHWINDT, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT THE COLLECTION RATES FOR 01 JULY 2011 THROUGH 30 SEPTEMBER 2011.*

### **Merrymeeting Community Rowing Association Lease**

Douglas Richmond of the Portland Community Rowing Association D/B/A Merrymeeting Community Rowing Association attended the Board meeting to answer any questions regarding the finalization of their lease. Line Item 12, which would have given the MCRA the ability to assign their lease to a successor, was removed from the lease. Mr. Richmond noted that if the Brunswick division closed, they would still be part of the Portland Community Rowing Association. GM Blanchette suggested a rent of \$100.00 per year would be reasonable and consistent with other non-profit organizations. Trustee Boochever noted a few grammatical errors she would like to see fixed in the final lease and requested a letter from John Moncure stating MCRA has joined the Portland Community Rowing Association.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT THE LEASE, MINUS "ITEM 12" AND WITH GRAMMATICAL CHANGES, TO PORTLAND COMMUNITY ROWING ASSOCIATION D/B/A MERRYMEETING COMMUNITY ROWING ASSOCIATION, FOR A TERM OF 15 YEARS.*

Mr. Richmond departed the meeting at 8:40 a.m.

### **Personnel & Benefits Policies Revisions**

GM Blanchette noted that a change to the workweek from 5 days to 4 requires revisions to the Personnel & Benefits Policies. The workday has been changed from 8 hours with a half-hour unpaid lunch break to 10 hours with a half-hour paid lunch break.

Item #13: Rescue Responder was added to the Volunteer Firefighter provision to reflect all employees in volunteer service to the community.

Item #35: Call-Out & On-Call Duty working hours were changed to allow for the 10-hour workday in all operation divisions.

Item #36: (a) Holidays have changed from 12 days at 8 hours each to 11 days at 10 hours each. (b) The day after Thanksgiving was a paid holiday, but with the 4-day schedule that Friday is no longer considered a holiday. (c) If a holiday lands on a Friday or Saturday, it will be observed on Thursday, and Sunday holidays will be observed on Mondays. (d) This will change the annual holiday hours from 96 to 110, an increase in holiday pay of \$5,536.00 annually.

*IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ACCEPT THE REVISIONS MADE TO THE PERSONNEL & BENEFITS POLICY. A SECOND AND FINAL VOTE FOR APPROVAL WILL BE TAKEN NEXT MONTH.*

GM Blanchette left out Item #37, Sick Leave. The change is to delete the reference to 120 days and leave as is the number of hours of sick leave at 960. Vice Chair Schwindt noted that this change is already included in the vote to approve because it was included in the document of changes.

### **Monthly Report of Treatment Operations**

AGM Pontau reported the total flow to the treatment plant for May 2011 was 90.8 MG, down approximately 24% from the previous month and up 15% from the prior year. Flows of 13.0 MG and 6.9 MG for the month originated with Topsham and the Brunswick Landing, respectively. Average daily flow for the period was 2.9 MG, or 76% of that allowed by permit. Maximum daily flow

processed was 3.3 MG, on 21 May 2011. Precipitation for the month totaled 3.76" with a daily maximum of 1.21" on 5 May 2011.

Septage receiving for the period totaled 153,750 GAL, up approximately 112% from the previous month. Removal rates for BOD and TSS for the period were 92.8% and 89.2%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 120 CY of sludge was produced. There were no bypasses or spills, and all flow to the plant received full treatment.

### **Finance Manager's Report**

- Update on Mid-year Audit. The mid-year audit is scheduled for 20 June 2011 and should last two to three days maximum.
- Temporary Staffing. Bonnie Shippen joined the staff last Monday as a temporary part-time employee in Accounts Payable, working 20–25 hours a week. She will also be taking the minutes during this time. This is a long-term temporary position. During next year's audit it will be decided if this position should be made a permanent part-time one. FM Caron noted Ms. Shippen's presence has allowed her to shift her focus from A/P and concentrate on doing the financials.
- Staff Training. FM Caron will be training Darcy Dutton on billing procedures. Lisa True has been doing a great job on liens, taking the time to manually write letters to customers. FM Caron will be spending time more with Ms. Dutton and Ms. True on training, and they will be going to Brunswick Topsham Water District to observe how they use their software program, which is similar to the one used here.
- Investment portfolio. An e-mail was received from Steve Birmingham regarding recommended changes to the portfolio. GM Blanchette and FM Caron suggested meeting with Treasurer Green after the meeting.

### **Assistant General Manager's Report**

- Lincoln Street Sewer Replacement. Sewer main replacement has been completed at a cost of \$83,225.00. Brunswick Topsham Water will be starting their main replacement, after which the Town will come in and cut, gravel, and pave the road. As a cost-sharing effort, the Sewer District, BT Water, and the Town will split the Town's paving portion three ways. The District's share will be approximately \$20,000.00. Money set aside in the budget for the Richards Drive project will be used to cover the expense.
- Admin Building Evaluation. RFP for Administration Building Facility Audit was advertised in the 7 June 2011 *Times Record* for firms to bid on Life-Safety, Accessibility, Building Code, and Mechanical/Electrical Energy Audits for the Administrative Building. A pre-bid meeting is scheduled for 16 June 2011, with bids due 23 June 2011.
- Treatment Plant Outfall Repairs. Permits have been sent to DEP to repair the ice damage on our outfall pipe near the bike path on the Androscoggin River. It will take approximately a half-day's work to add rip-rap and stones to repair the minor damage. A start date is scheduled for 14 July 2011.

- Riverview Drive Paving Proposal. AGM Pontau spoke with John Foster from the Town of Brunswick to see if they would consider paving a 180' section of road on Riverview Drive between Jordan Avenue to past the Pine Tree Road intersection. BSD is offering to pay half the cost (approximately \$2,500.00 – \$3,000.00) since some of the damage is probably being created by our sludge trucks.

Trustee Green questioned the need for the Admin Building evaluation. GM Blanchette stated there are energy efficiency issues and building repairs needing attention. There is no insulation in the walls, and the building needs to be brought up to code. Some issues are 20-year-old windows, the possible presence of mold, carpeting that needs to be replaced, restrooms that do not meet ADA standards, a non-functioning roof-top A/C unit, and a side door that doesn't always open. It was decided to get proposals to look at the entire building's needs before undertaking the necessary work piecemeal. An evaluation will give the District the information to determine whether it is more cost efficient to rehab the building or build a new building. GM Blanchette emphasized that he was looking for a cost estimate only; no work is scheduled to be done.

### General Manager's Report

- Published Staff Announcement. A notice in the *Times Record* announced new staff appointments, promotions, and certifications. GM Blanchette could not recall which date; it is thought to be the Wednesday, 12 May, edition.

#### *Department reveals staffing changes*

*BRUNSWICK — The Brunswick Sewer District recently announced the following staff appointments, promotions, and certifications:*

***Robert Pontau Jr., P.E.,** has been appointed the assistant general manager. Pontau is a civil engineering graduate of the University of Maine.*

***Lorraine Caron** has been promoted to the position of finance manager. Caron started with the district in August 2009 as the staff accountant.*

***Matthew Densmore** has been promoted to the newly created position of chief of plant maintenance in the Treatment Division. Densmore began his career as a plant operator in November 1994.*

***Daniel Munsey and Aaron Temple** have earned a Grade II water pollution control collection system operator certification by the New England Water Environment Association. Munsey started with the district as a plant operator in July 2007. Temple started as a collection and pumping system operator in July 2007.*

- Document Preservation. Two maps dating back to 1890 and 1896 were sent to the National Document Conservation Society in Andover, Mass., for quotes on restoration. The estimated cost is \$7,000.00. There is neither a plan nor budget for the work at this time. GM Blanchette would like to have the smaller map done before the end of the year at approximately \$2,500.00, if possible. The maps are a part of District history and should be restored for viewing. No vote was held at this time; management just wished to make the Board aware of the subject.
- GM Blanchette will not be present for the July meeting; therefore AGM Pontau will report in his place.

**Schedule of Upcoming Meetings, Events, etc.**

The upcoming meetings are as follows:

- Trustees Regular      Tuesday      12 July 2011      8:00 am
- Trustees Regular      Tuesday      16 August 2011      8:00 am
- Trustees Regular      Tuesday      13 September 2011      7:00 pm

Note the return of the evening meeting time in September. Trustee Boochever stated she will not be present for the 16 August 2011 meeting.

**Remarks from the Chair**

Vice Chair Schwindt thanked everyone for their time and a very speedy meeting.

*IT WAS MOVED BY TRUSTEE BOOCHEVER, SECONDED BY TRUSTEE BARBOUR, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT TO ADJOURN THE MEETING AT 9:21 AM.*